

AMENDED



Arnold Schwarzenegger, Governor
Sunne Wright McPeak, Secretary, Business Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

Deputy Commissioner Los Angeles *Permanent — Full-time*

The Department of Real Estate has several openings in its Los Angeles Enforcement Office for a Deputy Commissioner. These positions are permanent, full-time. The Department is located at 320 West 4th Street, Suite 350, in downtown Los Angeles. **NOTE: Filling of these positions is subject to the signing of the Governor's Budget on July 1, 2006.**

Duties of the position include:

- Investigate consumer complaints against real estate agents, brokers and unlicensed individuals.
- Analyze evidence to determine if there has been a violation of law.
- Examine records obtained from various city, county, state and federal agencies.
- Take declarations from witnesses, complainants and respondents.
- Prepare detailed case analyses including all pertinent evidence; recommend appropriate action to be taken.
- Conduct broker office surveys to ascertain whether violations exist.
- Respond to telephone or in-person inquiries involving real estate matters.
- Testify at administrative hearings on behalf of the Department.
- Confer with and assist other government and law enforcement agencies.
- Utilize a PC to complete and track assignments.

Necessary qualifications:

- Ability to organize and manage a caseload while following principles of effective time management.
- Ability to write comprehensive reports.
- Ability to prepare and write detailed investigative correspondence and reports.
- Ability to interview and obtain written statements from complainants, respondents, and witnesses.
- Investigative experience and the ability to review, identify and evaluate issues present in complaints and apply the appropriate DRE laws, rules and regulations.
- Ability to cultivate effective working relationships with individuals in all levels of government and the public sector.
- Ability to multi-task and be able to work under pressure.
- Flexibility, patience and tact.

Desirable qualifications:

- Knowledge of California Real Estate Law is desired, but not required.
- Effective oral and written communication skills, including spelling, punctuation and grammar.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependable and reliable.
- Excellent attendance.
- Ability to lift up to 20 lbs. as necessary.

DC salary:

Range A	\$2774 – 3157	Range C	\$3609 – 4350
Range B	\$3232 - 3709	Range D	\$3964 - 4773

Who may apply: Current State employees at the Deputy Commissioner level, individuals with Deputy Commissioner list eligibility, or State employees transferable to the class. Training and Development Assignments may be considered.

Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus on your application and include a copy of your notice.

Submit Applications to:

Linda Luna, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802 or CALNET 498-0802

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

For information on the position contact:

Phillip Ihde, Managing Deputy Commissioner IV
Los Angeles District Office
(213) 576-6984 or CALNET 8-649-6984

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>.

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.